

CONFIDENTIAL

127 FEB 1956

MEMORANDUM FOR: Special Support Assistant, DD/S

SUBJECT: Fitness Reports for Chiefs of Stations and Staff Agents Supervised from Headquarters

- REFERENCES:**
- (a) Memorandum for Chiefs of Administration, All Area Divisions, from DD/P-Admin., dated 9 February 1955, subjects: Fitness Reports for Senior Representatives, Chiefs of Missions, Chiefs of Stations, and all Staff Agents.
 - (b) Memorandum for SSA/DD(S) from Chief, PB Division, dated 7 February 1956, subjects: Fitness Reports - Staff Agents.

1. Reference (a) instituted a procedure, devised by representatives of this Office and DD/P-Admin., for the initiation of Fitness Reports for all staff agents and for staff employees who were serving in the field but who were supervised from headquarters. It was necessary to devise this procedure because [redacted] provided a schedule of initiation only for field employees who were supervised in the field. In this memorandum, responsibility for notification of due dates for staff employees was allocated to the Records and Services Division of this Office, and responsibility for notification of due dates for staff agents was allocated to the Contract Personnel Division. Phasing of the submission of all these reports was based on [redacted] Headquarters phasing was used for staff agents because it was believed at that time that most staff agents were supervised from headquarters. 25X1A

2. The Chief, PB Division, by reference (b), stated that in most cases the rating official for staff agents is in the field, and that confusion was resulting from headquarters requesting Fitness Reports based on [redacted] Field stations are following the phasing of [redacted] since staff agents in the field are regarded as valid field personnel and therefore are to be rated in accordance with [redacted] field stations were not advised of the arrangement established by reference (a). 25X1A

3. In a meeting on 16 February between representatives of PB Division, and this Office, it was decided to change the procedure outlined in reference (a), with respect to the phasing of staff agents, and to request that field stations treat staff agents for rating purposes in the same manner as staff employees, as required by [redacted] An additional provision had to be made

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in the case of those staff agents who have no supervisor in the field, and therefore must be rated at headquarters. The Office of Personnel will provide notification of due dates for staff agents supervised at headquarters in the same manner that it does for staff employees reporting directly to headquarters. The system of notification by this Office is based upon a listing furnished by the divisions which specifies those individuals who are to be rated at headquarters.

4. There is attached a proposed memorandum from you to the Chiefs of Administration in the area divisions, which outlines this procedure in detail. It is recommended that you sign the memorandum and have it distributed to the addressees. There is no change in the procedure previously outlined in reference (a) for Chiefs of Stations, or any other staff employees reporting directly to headquarters.

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[Redacted]

25X1A

Acting Director of Personnel

Attachments:

Memo to Chiefs of Administration, All Area Divisions

Distributions:

- O&I - Addressee
- 1 - D/Pers
- 1 - C/CFD
- 1 - C/PAD
- 1 - C/RSD
- 1 - DD/Pers/PD
- 3 - PS/OP

25X1A

OP/PS, [Redacted] bw (23 Feb 56)

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